

# 2007 MICHIGAN STATE FAIR

## INDOOR EXHIBITOR SPACE APPLICATION

### AUGUST 22<sup>ND</sup> - SEPTEMBER 3<sup>RD</sup>

This application **does not** automatically reserve space, and is only valid for the 2007 Michigan State Fair.  
**All questions, on both sides, must be answered completely before consideration can be given.**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Web Site \_\_\_\_\_  
Michigan Sales Tax # \_\_\_\_\_ Onsite Supervisor \_\_\_\_\_

**Description:** Describe nature of business and/or product to be on sale at the Fair. On a separate sheet, please list all menu items including prices. Please be precise when listing individual items to be sold as only the exact product(s) listed on the contract will be allowed. **All products are subject to Fair approval.**

\_\_\_\_\_  
\_\_\_\_\_

#### PLEASE CHECK FOLLOWING ITEMS APPLICABLE TO YOUR CONCESSION:

- ☐ Direct over-the-counter sales
- ☐ Sales are for product to be delivered in future
- ☐ Site is strictly promotional
- ☐ Give-a-ways/prize drawings are part of operation - *Subject to approval*
- ☐ Demonstration of product/craftsmanship involved

**PLEASE NOTE:** Fair management reserves the right to change, eliminate or reduce space assigned for use by any applicant or permit holder.

#### INDOOR LOCATIONS & RATES:

- ☐ Michigan Mart Building - \$950.00 per 10'X10' space
- ☐ Agriculture Building - \$700.00 per 10'x10' space
- ☐ Community Arts - \$700.00 per 10'x10' space

**TOTAL INDOOR SPACE REQUIRED:** front \_\_\_\_\_ feet depth \_\_\_\_\_ feet

- OVER -

Do you wish to provide a seating area for customers: Yes ☐ No ☐ *Subject to approval*

Do you use a sound system device: Yes ☐ No ☐ - *Subject to approval*

What are the electrical requirements at each location: # of Locations \_\_\_\_ Amps \_\_\_\_ Volts \_\_\_\_ Phase \_\_\_\_

***The following items are subject to availability***

Storage vehicle(s) to be kept on fairgrounds: Yes ☐ No ☐ - *Subject to approval*

**If yes**, please provide following information:

Electricity: Yes ☐ No ☐ Water: Yes ☐ No ☐ *Storage vehicle stickers must be purchased*

***Availability of camping space, electric, and/or water is not reserved or guaranteed***

Do you plan to camp on the Fairgrounds: Yes ☐ No ☐

Electricity: Yes ☐ No ☐ Water: Yes ☐ No ☐ Other requirements: Yes ☐ No ☐

Other requirements, if any \_\_\_\_\_

How long in business \_\_\_\_ yrs. \_\_\_\_ mos. Interested in purchasing Promotional Ad or Sponsorship: Yes ☐ No ☐

**REFERENCES:** List (2) recent fairs, festivals or shows you have played:

Event \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Event \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Date Application Submitted \_\_\_\_\_

I agree to abide by the **General Information of the Michigan State Fair** should space be available and a contract offered by the Fair to the undersigned. I further understand that this is an application and is **NOT** an Exhibits contract and is neither a commitment by the applicant, nor an offer by the Michigan State Fair to rent space. By my signature on this application I hereby authorize the Fair to obtain information pertaining to my company from references listed. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

## **IMPORTANT!**

A photo of your stand/exhibit booth must accompany this application.

If not, a brochure or catalog with a detailed description should be included.

**NO APPLICATION WILL BE CONSIDERED WITHOUT ALL OF THE ABOVE INFORMATION.**

Failure to submit the application on or before **Friday, April 27<sup>th</sup>, 2007**

**may** result in no further consideration of space for the 2007 Michigan State Fair.

Please mail this completed form and other required documentation to:

**Michigan State Fair  
Attn: Carolyn Mills  
1120 W. State Fair Ave.  
Detroit, MI 48203  
Office (313) 369-8488  
FAX (313) 369-8499**

**This form is a "Request for Space" and NOT a contract or an offer by The Fair.**

All vendors must comply with all rules and regulations of the Michigan State Fair, the Department of Management & Budget and Department of Agriculture with regards to health and safety standards.

## ***Thank You!***

# 2007 Michigan State Fair August 22<sup>nd</sup> – September 3<sup>rd</sup>, 2007

## General Information

1. Space Rental Applications or License Agreements **are not** carried over from one year to the next. Grounds, space alterations or other operational changes as determined exclusively by State Fair management may make it necessary to alter or eliminate previously available space from one year to the next. In such an instance, Fair management may offer either an alternative location or elect to not grant a new License Agreement. State Fair management reserves the right to change, eliminate or reduce the size of space assigned for use by a licensee from year to year, and when, in the management's discretion, the subject space is not put to best use. Space **will not** be reassigned after the Fair opens. State Fair management has the right to remove any vendor exhibiting items that are obscene or offensive in any way.
2. State Fair management determines contracted space assignments based on marketing and other management considerations. Space assignments **are not** determined or guaranteed by seniority or past assignments. The intent of management is to have a variety of products and services to insure a desirable blend of vendors. The objective is to increase the interest of paying customers. Fair management reserves the right to place new vendors into areas where we feel they will best fit in the overall layout, and be of benefit to the Fair.
3. The Michigan State Fair will review space rental applications and will be the sole judge in determining what is in the best interest of the Michigan State Fair and the public. Some factors considered will be **(a)** availability of space; **(b)** quality of products and/or services offered; **(c)** the existing number of vendors with similar or like products/services; **(d)** reputation of the business; **(e)** documented experience as a vendor in other Fairs, shows, or events; **(f)** planned booth/trailer design, the layout and/or appearance; **(g)** no outstanding monies owed to the Fair; and **(h)** past compliance with rules and regulations of the Fair and all agencies involved.
4. By signing a License Agreement the vendor agrees to abide by and be in compliance with all contractual agreements made between the Michigan State Fairgrounds, Corporate Sponsors, and the respective rights of those parties relative to exclusive sales and/or promotions. Specifically, if a sponsorship includes exclusive rights to sales or promotions of particular products on the Fairgrounds, the vendor will not sell or promote competitors' products. Therefore, no privilege or concession will be considered "exclusive" unless so stipulated in the License Agreement.
5. **New exhibitors** applying for space for the Michigan State Fair must provide the following: **(a)** space rental application; **(b)** picture or drawing of booth, exhibit, or trailer as it will appear at our Fairgrounds; **(c)** description and price list of your products or services and exactly what you intend to sell or solicit; **(d)** reference list of Fairs, festivals, trade shows, or events you have exhibited at in the past three years.
6. We will contact you if you are accepted. At that time, you will be required to provide a deposit for each space rented or depending on the time frame, the entire contract amount may be due.
7. Should a vendor find that he or she cannot participate in the Fair after the initial deposit has been paid, cancellation of contract and request for refund must be made in writing and submitted on or before **July 9<sup>th</sup>, 2007**. After **July 9<sup>th</sup>** there will be no refund of deposits or contract balances paid.
8. The Fair will accept personal or corporate checks with proper identification forty-five (45) days before the Fair begins. Payment or adjustments made after that must be a cashier's check, money order, or cash. Checks are payable to the **"STATE OF MICHIGAN"**. All mailings to the Fairgrounds are to be directed to the attention of **Carolyn Mills**.
9. Food vendors must abide by the Michigan Department of Agriculture's regulations concerning temporary food concessions.
10. Vendors must furnish their own trailers and exhibits. The Fair will provide **inside exhibitors** with 8-ft. backdrops and 3-ft. side dividers. The Fair **does not** provide tables, chairs, signs, or any other material for set up. A contracted decorator will be available for any needs you may have.

11. The appearance of your trailer or booth exhibit will be subject to State Fair management approval upon move in. We expect your trailer or exhibit to be attractive and professional **at all times**. Management reserves the right to refuse space to vendors whose equipment has broken glass, dented sidings, faded paint, unprofessional signage, etc.
12. Vendors **may not** solicit or distribute handbills, coupons, and/or other advertising matter from any location other than the confines of his or her licensed premises. **No deviation** from the items that appear on the contract will be permitted. Selling of unauthorized items may result in the closing of your operation.
13. Golf carts will be subject to the approval of Fair management and **must be registered for a fee**. Golf **cart rules must be followed** or privileges will be revoked.
14. A clean up fee of an additional \$200.00 will be assessed to any vendor whose space **is not** left in the condition that it was originally occupied.
15. Animals of any kind except those involved in a demonstration or those used by disabled persons **are not** allowed. Please make other arrangements for your pets.
16. Any type of drawing or give-a-way **must** have prior approval from Fair management.
17. Fair management **strictly prohibits** the resale or subletting of contracted space.
18. The use of amplified sound is discouraged. If used, Fair management **must** approve P.A. or sound system devices. Vendors with approval will have their privilege revoked if the noise level becomes excessive.
19. The Michigan State Fair **is not** liable for loss or damage to any of your merchandise and equipment. If special security is required, you may provide your own with management approval.
20. **Smoking is prohibited** inside all building, trailers, tents, and barn areas.
21. The Fair may decide to hold a preview or other promotional event before the scheduled opening of the Fair. We will notify you of the exact dates and times for set up and any promotional events that may occur.

#### **ADDITIONAL CHARGES THAT MAY APPLY TO YOUR OPERATION ARE AS FOLLOWS:**

1. Liability Insurance Coverage - All vendors operating on the Fairgrounds **must** provide the Fair with a certificate of insurance prior to **Friday, July 20<sup>th</sup>, 2007**. The certificate **must** State the following **minimum limits**:
  - a. Worker's Compensation insurance as required by law, subject to a limit of liability not less than \$100,000 each incident.
  - b. General Liability and Contractual Liability Insurance to pay for Bodily Injury (BI) and Property Damage (PD) liabilities that may arise from your operations on the Fairgrounds, subject to limits not less than \$1,000,000 Bodily Injury and \$100,000 Property Damage or \$1,000,000 Combined Single Limit Coverage.
  - c. The **STATE OF MICHIGAN** must be listed as additional insured.
  - d. Automobile Insurance as required by law for claims arising from ownership, maintenance, or use of a motor vehicle.
  - e. Food Product Liability Insurance subject to limits not less than \$500,000 BI.
2. Gate Admission and Parking Passes - One (1) Combination Season Gate/Parking Pass included with Booth Rental. Additional passes **must** be purchased to gain access onto the Fairgrounds. Order forms will be available in the License Agreement package. Passes are for employees only and will not be sold on unlimited basis.
3. Electrical Hook-up/Service - Vendors who require electricity must pay extra for hook up. Electrical service must be obtained from the Fair's designated contractor.
4. Decorating/Show Services
5. Food Permits
6. Michigan Sales Tax (Michigan Department of Treasury will be on the Fairgrounds)